

APPENDIX A

POSTAL EQUIPMENT ISSUE STANDARDS

In accordance with the USPS/DoD Postal Agreement (reference (c)), USPS equipment necessary for the operation of MPOS shall be furnished by USPS. Standards are based on normal postal operations and may not reflect the maximum equipment necessary to maintain an efficient operation. Requisitioning, should be based on average daily usage instead of occasional increases in mail and financial operations.

ITEM	<u>STANDARD</u>
Basket, Canvas (Items 01033 & 01046)	One basket authorized for each separate element served with an assigned strength of 200 or more personnel
Box, Collection (street) (Item 1170K)	Two boxes for each of the 1.000 <b>patrons</b> served, or for each separate location where a unit post office operates. Volume of mail deposited shall be considered.
A- Cabinet, Sheet Stamp (Items 208)	One authorized for each stamp window when an average of six or more stamp sheets are sold daily, and one authorized for each COPE for storage of stamp sheets in a safe or vault.
Cabinet, Stamp Storage (Items 222 & 223)	As Required
Cart, Utility, Basket Type (Item 1075)	As Required
Case and Table, Flat Paper (Items 21A, 21B & 21C)	As Required
Case and Table, Letter (Item 79)	As Required

ITEM	STANDARD
Case and Table, Registry or Insured Receipt (Item 182) ,	As Required
Case, <b>Facing</b> Slip, Case Top (Item <b>24C</b> ) .	As Required
Case, Strip Label (Items <b>27A &amp; 27B</b> )	As Required
Case, Wing, Flat Paper (Item <b>21L</b> )	Used with Items 21B and 21C (Case and Table, Flat Paper). Authorized when additional separations are required.
Chute, Motorist Mail (Item 1177)	Used with Item <b>1170K</b> (Box, Collection). Authorized for each location where curbside mail deposit is established.
Container, General Purpose Mail, Collapsible (Item 3909)	One container authorized when volume of parcel mail for a single separation is required, or when processing large volumes of mail to be expedited.
Counter, Multipurpose, General (Item 7104)	Counter is used to provide an attractive and appropriate work station for postal finance window service to the public.
Desk, Lobby, Double (Item 1191)	As Required for each customer lobby with sufficient space to allow free access to all four sides.
Desk, Lobby, Single (Item <b>1190</b> )	One desk authorized for each customer service area with limited space.
Drawer, Cash and Stamp (Item 217)	One drawer authorized for each window desk when Item 210 (Cabinet, Cash and Stamp) is not used.
Drop Unit, Letter and Bundle (Item <b>1577C</b> )	One drop unit authorized for each customer lobby.



## ITEM

Imprinter, MO  
(Item 07400)

Key, **Postage** Meter (head and base)

Machine, Canceling Class B' (electric)'  
(Item 3601)

**Meter** Setting Equipment

Multipurpose 4-sided corrugated **plastic**  
tray  
(Item **1256T**)

Plates, Office Number for MO Imprinter  
(Item 07402)

Postage Meter, Head  
(Item 07407)

Base  
(Item 07408)

Press, Hand, for Lead Seals  
(Item 0814)

Rack, Parcel Post Sack  
(Item 32)

STANDARD

One imprinter authorized for each postal finance window where MOS are sold, plus backups as determined by MPO Postal Officer.

As Required

As Required

One set authorized for each MPO.

Three trays authorized for each flat case.

One plate authorized for each imprinter issued.

One base authorized for each meter head issued,

One handpress (for pouch or sack seals) authorized for each MPO and Navy ships dispatching international mail.

One rack authorized for each five separations required and each separate **category** of mail dispatched.

ITEM

Rack, Pouch  
(Items 30, 31A & 31B)

Ringdie (canceling die)

Scale, Automatic Indicating, 20-ounce  
capacity  
(Item 0859)

Scale, **Automatic** Indicating, 70-pound capacity  
(Item 0857)

Scale, Beam, 100-pound capacity  
(Item 0854)

Scale, Electronic, 70-pound capacity

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Scale, Platform, 125-pound capacity  
(Item 0864)

Scale, 16-ounce capacity  
(Item 0858)

Scale, 4-pound capacity  
(Item 0853)

Stand, Postage Meter  
(Item 321)

STANDARD

One rack authorized for each five separations required and each separate category of mail dispatched.

One ringdie authorized for each canceling machine and each postage meter head.

One scale authorized for each postal finance registry and parcel post window plus backup. Quantity of mailings 20 ounces or less shall be considered.

One scale authorized for each operating parcel post window plus necessary backup. One authorized to be maintained in reserve for each five scales issued to each MPO. Authorized to designate one MPO or other activity to hold additional scales in reserve for replacement for scales requiring repair.

One scale authorized for each mail processing section dispatching mail.

When justified and approved by MPSA.

One scale authorized for each MPO that dispatches mail to an airmail facility (**AMF/AMT**), each **AMF**, **AMT** and each international exchange office (**IEO**).

One scale and necessary backup authorized for each postal finance window and mail processing station.

One scale and necessary backup authorized for each postal finance window and **each** mail processing station.

One stand authorized for each postage meter.



ITEM

Stool, Carrier and General Utility  
(Item 127C)

Stool, Adjustable, Platform  
(Item 53)

Table, Dumping and Stamping  
(Item 3B)

Tray, Mail, Letter, Plastic  
(Item 1262)

Truck, Platform, Handtilting  
(Item 1070)

STANDARD

One stool authorized for each postal finance window and each flat and letter case.

One stool authorized for each flat and letter case instead of Item 127C (Stool, Carrier and General Utility).

One table authorized for each separate mail processing section.

Three trays authorized for each letter case.

One truck authorized for each organization served with an assigned strength of 200 or more personnel or as required. Work **floorspace** shall be considered.